

**Subject:** Re: D/O will be expired on 02/28/2016

**From:** Emelia Tso

**Date:** 02/26/2016 09:44 AM

**To:** Brenda Aldape

**CC:** Jim Omahen <jim@mediadistrict.org>, Lisa Schechter <lisa@mediadistrict.org>, Rick Scott <rick.scott@lacity.org>

<http://track4la.lacity.org>

Hi Brenda,

Please go in the above link to enter your insurance. Your insurance will be valid to us only when you enter in our system. Thanks.

Emelia

On Fri, Feb 26, 2016 at 9:32 AM, Brenda Aldape <[Brenda\\_Aldape@ajg.com](mailto:Brenda_Aldape@ajg.com)> wrote:

Hi Emelia,

Their D&O Policy renewed effective 2/28/16 to 2/28/17. Do you need a Certificate of Insurance? Let me know.

Thank you!

**Brenda Aldape, CIC, CISR**

Client Service Manager

505 N. Brand Blvd, Suite 600 Glendale, CA 91203

:P: [818.539.8602](tel:818.539.8602) | :F: [818.539.8702](tel:818.539.8702)

:E: [Brenda\\_Aldape@ajg.com](mailto:Brenda_Aldape@ajg.com) | :W: [www.chapmanins.com](http://www.chapmanins.com)



Arthur J. Gallagher & Co. Insurance Brokers of California, Inc.

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**From:** Jim Omahen [mailto:[jim@mediadistrict.org](mailto:jim@mediadistrict.org)]

**Sent:** Friday, February 26, 2016 9:19 AM

**To:** Brenda Aldape

**Cc:** Lisa Schechter; Emelia Tso; Rick Scott

**Subject:** FW: D/O will be expired on 02/28/2016

**Brenda,** I'm forwarding to you a message/alert/warning from the City Clerks Office. Please respond to all ASAP and advise. Thanks.

**Emelia and Rick,** Brenda Aldape is with Arthur J. Gallagher & Co. (our Insurance Broker) and she is our client services

rep.

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Jim Omahen, Operations Manager  
Hollywood Media District BID  
1040 N. Las Palmas Ave.  
Hollywood, CA 90038  
Ph [323.860.0088](tel:323.860.0088)  
Fax [323.860.0089](tel:323.860.0089)

[MediaDistrict.org](http://MediaDistrict.org)

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**From:** Emelia Tso <[emelia.tso@lacity.org](mailto:emelia.tso@lacity.org)>  
**Date:** Friday, February 26, 2016 at 7:49 AM  
**To:** Lisa Schechter <[lisa@mediadistrict.org](mailto:lisa@mediadistrict.org)>, Jim Omahen <[jim@mediadistrict.org](mailto:jim@mediadistrict.org)>  
**Cc:** Rick Scott <[rick.scott@lacity.org](mailto:rick.scott@lacity.org)>  
**Subject:** re: D/O will be expired on 02/28/2016

Hi Lisa,

The above insurance is going to be expired. Please update the insurance immediately. Otherwise, your invoice payment might be delayed.

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Thanks.

Emelia Tso

Neighborhood and Business Improvement District Division  
Office of City Clerk  
[213-978-1110](tel:213-978-1110)

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Thanks.

Emelia Tso  
Neighborhood and Business Improvement District Division  
Office of City Clerk  
213-978-1110